



APR 21 2014

DIVISION MEMORANDUM
No. 189, s. 2014

**CLARIFICATIONS REGARDING SOME PROVISIONS IN
DEPED ORDER NO. 14, S. 2014**

To: Assistant Superintendent/OIC
Education Supervisors/Coordinators
District Supervisors/OICs/Caretakers
Elementary and Secondary School Heads

1. Attached herewith is Unnumbered Regional Memorandum, dated, April 16, 2014, entitled, "Clarifications Regarding Some Provisions in DepEd Order No. 14, s. 2014", issued by Dr. Carmelita T. Dulangon, Director III, OIC-Office of the Regional Director, DepEd VII.
2. Immediate dissemination of this Memorandum is directed.


ARDEN D. MONISIT, Ed.D.
Schools Division Superintendent

ADM/rng14

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REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



MEMORANDUM

TO : SCHOOLS DIVISION SUPERINTENDENTS
OFFICERS-IN-CHARGE OF REGULAR DIVISION

SUBJECT : CLARIFICATIONS REGARDING SOME PROVISIONS IN
DepED Order No. 14, s. 2014


DATE : April 16, 2014

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Attached is a copy of the clarifications regarding some provisions in DepED Order No. 14, s. 2014.

The provisions of DepED Order No. 14, s. 2014 was thoroughly discussed and clarifications/agreements were made during the orientation conducted by this Office to the Division Selection Committees (Elementary and Secondary) on April 10 and 14, 2014 at the DepED Regional Office Conference Room, Sudlon, Lahug, Cebu City.

For immediate dissemination and guidance.


CARMELITA T. DULANGON
Director III
Officer-in-Charge

Dir.CTD/ifc
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 DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
 Region VII, Central Visayas
 Sudlon, Lahug, Cebu City



CLARIFICATIONS REGARDING SOME PROVISIONS IN DEPED ORDER NO. 14, s. 2014

PROVISIONS DEPED ORDER NO. 14, s. 2014	CLARIFICATIONS/AGREEMENTS DURING THE REGIONAL ORIENTATION ON DEPED ORDER NO. 14, S, 2014
2.0 DEFINITION OF TERMS	
(2.2) Bona fide resident	<ul style="list-style-type: none"> ➤ Permanent address of applicant as evidenced by Voter's Identification Card or any proof of residency. ➤ Proof of residency that cannot be questioned : e.g. Certification of Disinterested Person(s); VECO, MCWD, telephone billing; passport ➤ Barangay Certification/Clearance not acceptable
(2.5) Qualified Applicant	<ul style="list-style-type: none"> ➤ Teacher-applicant who possesses all the qualifications. ➤ Should apply for one level only : <ul style="list-style-type: none"> • Elementary can apply for Kindergarten provided she/he has obtained the degree in preschool or ECE or other degrees indicated in 5.3.1.2. • Elementary cannot apply for Secondary • Secondary can apply for Elementary
(2.6) Registry of Qualified Applicants (RQA)	<ul style="list-style-type: none"> ➤ Official list of applicants ➤ One listing of RQA ➤ Division- wide RQA ➤ Separate RQA for : Kindergarten, Elementary, and Secondary
3.0 BASIC RULES ON HIRING AND	DEPLOYMENT OF TEACHER POSITIONS
(3.2) Public school teachers requesting for transfer to another assignment	<ul style="list-style-type: none"> ➤ Public school teachers requesting for transfer to another assignment are not subject to the guidelines of DepED Order No. 14, s. 2014 but will follow DepED Order No. 22, s. 2013, otherwise known as the "Revised Guidelines on the Transfer of Teachers from One Station to Another".
4.0 RECRUITMENT PROCEDURE	
(4.1) (e) Copies of Service Record, Performance Rating, and School Clearance for those teaching experience	<ul style="list-style-type: none"> ➤ Only Service Record and School Clearance are required ➤ Performance Rating may be submitted
(4.1) (h) NBI Clearance	<ul style="list-style-type: none"> ➤ In lieu of NBI Clearance, the following are acceptable : <ul style="list-style-type: none"> • NBI receipt • NBI on-line application print-out

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<p align="center">PROVISIONS DEPED ORDER NO. 14, s. 2014</p>	<p align="center">CLARIFICATIONS/AGREEMENTS DURING THE REGIONAL ORIENTATION ON DEPED ORDER NO. 14, S, 2014</p>
<p>5.0 EVALUATION PROCESS</p>	
<p>(5.2.1.2) (e) Submits the list of applicants with the corresponding documents to the Division Selection Committees for elementary and secondary</p>	<ul style="list-style-type: none"> ➤ There are two Division Selection Committees: Division Selection Committee for Elementary Division Selection Committee for Secondary
<p>5.2.2.2 (a) Receives from the School Screening Committee the list of applicants with the corresponding documents</p>	<ul style="list-style-type: none"> ➤ Issued Regional Memorandum dated April 10, 2014 signed by Dr. Carmelita T. Dulangon (faxed to the DOs and uploaded in DepEd RO 7 website) : <i>"Deadline for accepting application letters together with complete supporting documents at the Division Office is April 15, 2015"</i>.
<p>5.2.2.2 (i) <u>Identifies applicants</u> who are volunteer and LGU-hired/funded teachers who have, rendered service for <u>at least one year</u>, and/ bona fide residents of the locality. These applicants will be marked as <u>priority</u>. However, meeting more than one of the aforementioned conditions does not give a higher priority for the applicant.</p>	<ul style="list-style-type: none"> ➤ LGU-hired/funded teachers hired up to 2012 only will be considered with priority.
<p>5.3 .1 Education – 20 points</p>	<ul style="list-style-type: none"> ➤ Rating of Education with 1.0 highest and 3.0 lowest ➤ Note that some schools adopt 5.0 as highest ex. CIT, Silliman
<p>5.3.2 Teaching Experience – 15 points</p>	<ul style="list-style-type: none"> ➤ Teaching experience : maximum of 12 points only. Note : Teaching experience of Kindergarten/ volunteer/ or LGU-hired teachers shall merit additional points : less than 2 yrs. exp. = + 1 point 2 to less than 5 yrs. exp.=+2 point 5 or more yrs. exp. = + 3 points ➤ LGU-hired/funded teachers up to 2012 are in the list submitted to DepED Central Office ➤ LGU-hired/funded teachers in 2013 will not be considered as priority and will not get additional points in


PROVISIONS DEPED ORDER NO. 14, s. 2014	CLARIFICATIONS/AGREEMENTS DURING THE REGIONAL ORIENTATION ON DEPED ORDER NO. 14. 5, 2014
5.0 EVALUATION PROCESS	
5.3.4 Experiential Learning Courses – 5 points 5.3.4.1 Field Study 5.3.4.2 Practice Teaching	<ul style="list-style-type: none"> ➤ If applicant has no Field Study , then consider Practice Teaching ➤ If applicant has both Field Study and Practice Teaching, then consider both and divide by two to get the average
5.3.5 Specialized Training and Skills – 5 points	<ul style="list-style-type: none"> ➤ The main document is the certificate of Specialized Training, then validate. ➤ If there is no certificate, validate skills through actual demonstration ➤ Rate the applicants 5,4,3,2 or 1
5.3.6 Interview – 10 points Personality (5 points) Potential (5 points)	<ul style="list-style-type: none"> ➤ Interview the applicants based on the given topics; use situations ➤ Personality and Potential : Rate the applicants from .6, .7, .8, .9 and 1. Lowest is .6 and highest is 1.
5.3.7 Demonstration Teaching – 20 points	<ul style="list-style-type: none"> ➤ Focus on the indicators. ➤ Rate the prepared lesson plan and the lesson execution. ➤ The rating will be from 15, 16,17,18, 19 and 20. ➤ Lowest is 15, highest is 20.
6.0 CONSTITUTING AND UTILIZING THE	REGISTRY OF QUALIFIED APPLICANTS
(6.1) The cut-off score for inclusion in the RQA is fifty-five (55) points	<ul style="list-style-type: none"> ➤ 54 points and below will not be included in the Division RQA. ➤ The evaluation results of teacher-applicants with 54 points and below must be kept on file for possible queries later on.
(6.6) The RQA should be ready by the last week of April of every year, so that qualified applicants may be appointed before the opening of each school year. The RQA shall be valid for a period of one (1) school year.	<ul style="list-style-type: none"> ➤ Qualified applicants will be appointed before the opening of the school year. ➤ All Teacher I items must be filled by 15 May 2014.
6.7 Subject area specialization of the qualified applicants shall be the primary consideration in the secondary school level. As such, the applicant to be appointed should have the subject area specialization needed by the school.	<ul style="list-style-type: none"> ➤ The PSB Chairman should get the teacher needs based on subject area specialization needed by the schools. The Principals should submit to the SDS the actual subject area specialization needs.
6.8 The amended IRR of RA 8190, entitled "An Act Granting Priority to Residents of the Barangay, Municipality, or City Where the School is Located, in the Appointment or Assignment of Classroom Public School Teachers," states that "In the appointment or assignment of teachers to public schools and other learning centers with vacant teaching positions, <i>priority shall be given to bona fide residents of the barangay, municipality city or province where the school is located in</i>	<ul style="list-style-type: none"> ➤ Applicants with priority (LGU-hired/funded) listed in <u>Registry A</u> shall be <u>hired first</u>. Only <u>when all applicants in Registry A have been hired</u> shall applicants with priority in Registry B be considered, and so on. ➤ Applicants in Registry A, <u>even those without priority</u> (non-LGU-hired/funded), <u>should be appointed first before</u> priority

PROVISIONS DEPED ORDER NO. 14, s. 2014	CLARIFICATIONS/AGREEMENTS DURING THE REGIONAL ORIENTATION ON DEPED ORDER NO. 14. S, 2014
7.0 APPOINTMENT OF QUALIFIED APPLICANTS	
7.1.1 Post complete results of RQA	<ul style="list-style-type: none"> ➤ Posting should be : <ul style="list-style-type: none"> • In at least 3 conspicuous places in the Division Office ➤ Website ➤ In every School District, every Kindergarten, Elementary, Secondary school
7.1.3 Furnish LGUs and Legislative District Representatives with copies of RQAs	<ul style="list-style-type: none"> ➤ Mayor or Governor ➤ Congressman
7.1.5 Advise newly-hired teachers to report for work provided that appointment papers are already in order.	<ul style="list-style-type: none"> ➤ Issue official advice for newly-hired teacher signed by SDS.
8.0 MONITORING OF DIVISION COMPLIANCE	
8.1 (c) organization of Division Selection Committees and School Screening Committees	<ul style="list-style-type: none"> ➤ This is evidenced by the Designation Order of the SDS
8.1 (d) briefing and orientation of members of these committees regarding their roles and functions	<ul style="list-style-type: none"> ➤ Include the CSO in the Orientation.
8.1 (g) Submission of said order on a quarterly basis to the Office of the Secretary through the Office of Planning Service Research and Statistics Division	<ul style="list-style-type: none"> ➤ Regional Office will submit report to the Office of the Secretary through the OPS.
9.0 REPEALING CLAUSE	
<p>These Guidelines hereby amend DepED Order No. 12, 25, and 37, series of 2012. Other rules, regulations and issuances which are also inconsistent with these guidelines are hereby repealed, rescinded or modified accordingly. This Order shall be construed together with RA 8190 (Localization Law) and its implementing rules and regulations.</p>	<ul style="list-style-type: none"> ➤ DepED Order No. 14, s. 2014 supersedes all other issuances and guidelines relative to the hiring of Teacher I positions.

PREPARED BY :


IDA F. CABANTAN
OIC Administrative Division

NOTED BY :


CARMELITA T. DULANGON
Director III